



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

Kentucky Retirement System
Agency

June 1988
Schedule Date

Unit

Change Date

June 9, 1988
Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Bobby J. McKee
Agency Head

5-31-88
Date of Approval

Glen Valley
Agency Records Officer

5-27-88
Date of Approval

Richard R. Relding
State Archivist and Records Administrator
Director, Public Records Division

5-25-88
Date of Approval

~~Chairman, Archives and Records Commission~~

6/9/88
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Kathy Gilliland
Records Analyst/Regional Administrator

May 25, 1988
Date of Approval

William P. Butler
Appraisal Archivist

May 25, 1988
Date of Approval

Wanda H. Moser
State/Local Records Branch Manager

5/25/88
Date of Approval

The determination as set forth meets with my approval.

James M. Gilchrist
Auditor of Public Accounts
for Bob Barbrage

6-6-88
Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: June 09, 1988

**STATE AGENCY RECORDS
RETENTION SCHEDULE**

Finance and Administration
Kentucky Retirement Systems

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01817	Purchase and Sale of Securities File (V)			Agency: P	Records Center:	Archives Center:
				Retain in agency		
03281	Refund Master (C) (C) KRS 61.661 (V)			Agency: Ind.	Records Center:	Archives Center:
				Update as changes occur. Backup procedures will apply		
01819	Active Member Folder (C) (C) KRS 61.661 (V)		personnel actions, correspondence, and recap of wages and deductions	Agency: Ind.	Records Center:	Archives Center:
				Transfer to Refunded Member Folder (01822) or Retired Member Folder (01825) when action is completed		
01822	Refunded Member Folder (C) (C) KRS 61.661 (V)			Agency: 5	Records Center:	Archives Center: 35
				Transfer to State Records Center. Destroy after audit		

STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration
Kentucky Retirement Systems

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
01825	Retired Member Folder (C) (C) KRS 61.661 Change Date: 9/9/1993 Administrative Change Date: 12/12/1994 Addition of Note to Disposition (V)	This series documents the retirement of a state employee, who is no longer contributing to a retirement fund, but instead is drawing a retirement benefit. All of the information in the Retired Member Folder originates in the Active Member Folder (01819) except the retirement benefit calculations and the election form for the retirement plan an employee may desire. An employee must work five years in state government in order to be vested, that is eligible to draw a retirement payment. When one decides to retire, a Notification of Retirement Form is completed, a retirement plan is selected, and calculations are figured. One may change his retirement plan or beneficiary up to the time that retirement becomes effective. Once benefits are received, the payment and beneficiary(s) cannot change. There may be address changes, or other administrative changes to the file following retirement. This file is maintained in-house on updatable microfiche. Percentage increases to accounts, once approved, are done electronically across the board. Files referenced following retirement are largely due to legal activity, which generally happens in the early years following retirement.	Personnel forms (P-1's), Contribution Statements, Correspondence, Retirement benefit Calculations, Notification of Retirement (Form 6); Transcription of disability hearing	Agency: Indefinite	Records Center:	Archives Center: 10
				Transfer to State Records Center upon retirement. NOTE: Transcripts for disability determination hearings may be purged and destroyed two years after closure and all appeals are exhausted. See SN 04492, Administrative Hearings for Disability Retirement (Videotapes)		
01832	Member Master (C) (C) KRS 61.661 (V)			Agency: Ind.	Records Center:	Archives Center:
				Update as changes occur. Backup procedures will apply. Purge inactive files once per year		
01837	Investment Portfolio System (V)			Agency: Ind.	Records Center:	Archives Center:
				Update as changes occur. Backup procedures will apply. Erase and reuse tape after submission of Annual Financial Report (F0001) and audit		
01840	Monthly Pre-billing Report (C) (C) KRS 61.661 (V)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
03278	Retired Master (C) (C) KRS 61.661 (V)			Agency: Ind.	Records Center:	Archives Center:
				Update as changes occur. Backup procedures will apply. Delete deceased files each year		

STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration
Kentucky Retirement Systems

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
03280	Contribution Report (C) (C) KRS 61.661 (V)			Agency: Ind.	Records Center:	Archives Center:
				Destroy when information is verified in Member Master (01832)		

STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration
Kentucky Retirement Systems
Disability

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
04492	Administrative Hearings for Disability Retirement (C) KRS 61.878 (1)(a) (Medical); KRS 61.661 (Account) Change Date: 12/8/1994 (V)	This series documents the proceedings of an administrative hearing held to determine the disability retirement of a current employee. The agency has just begun videotaping the proceedings due to the labor-intensive efforts of transcribing the hearings as well as dealing with the bulk of paper ultimately filed in the member's file. Pursuant to KRS 61.665 an employee requesting disability retirement must furnish the retirement office with names of at least two physicians who have the necessary information to report the employee's physical and mental condition, and a description of the job and duties from which he received his last pay. The employer also provides a description of the job and duties. Upon review of a medical examiner selected by the agency to evaluate the medical evidence, the examiner recommends that disability retirement be approved or denied. If the medical examiner(s) recommend approval, the general manager makes retirement payments in accordance with the retirement plan selected by the employee. If denied, the general manager notifies the employee, who has 60 days to submit additional information or appeal by requesting a formal hearing. An appeal to Franklin Circuit Court may be filed within 30 days of a final order by the Board of Trustees. *Two cubic feet is based upon 60-70 hearings per year. There is one hearing per tape.	Administrative hearing proceeding consisting primarily of claimant's testimony and medical review	Agency: Indefinite	Records Center:	Archives Center:
				Destroy or reuse two years after closure of the case and all appeals are exhausted		